



DATE: Wednesday June 12, 2019

TIME: 8:30 a.m. - 10:00 a.m.

Conference Call #: 866-769-5915

Participant: 9298750



SUMMARY NOTES: JUNE 12, 2019 SMAA WORKGROUP MEETING

Summary Notes Items

1. New Branch Chief – Jillian Mongetta
 - Tony introduced the new Branch Chief, Jillian Mongetta.
2. Prop. 98 2nd Allocation Update
 - The Department of Finances (DOF) is preparing to submit the Prop. 98 second allocation to the State Controller's Office (SCO) for transfer.
 - CDE will post the information to their website once the transfer is complete; DHCS will provide the website link to stakeholders.
3. New Pre-Sample Question
 - a. *Was this activity being performed pursuant to, or related to, as service listed on a student's IEP, IFSP or Care Plan?*
 - b. Applicable to Both Pools?
 - Stakeholders commented that this pre-sample question should apply to Time Survey Participants (TSPs) in both Participant Pools for consistency, as it will provide coders with more information for asking clarifying questions and coding moments.
 - DHCS's initial intent was for this pre-sample question to distinguish between Codes 2A and 2Z in the Direct Service Participant Pool.
 - A stakeholder asked whether including the answers "I don't know" or "maybe" would help identify the applicable codes.
 - LEA BOP developed a reference sheet for coders that includes which direct medical services apply to Code 2A.
 - DHCS will update the training to clarify this for coders.
4. Existing Pre-Sample Question
 - a. *Were You Working at the Time of Your Moment?*
 - b. Add Drop Down Menu for Responses?

- Stakeholders would like to add additional options to the answer for the first pre-sample question. Examples:
 - “Yes, I was working (this includes paid lunch).”
 - “No, I was not working (this includes unpaid lunch).”
 - LEA Coordinators must verify who has paid and unpaid lunches and maintain documentation in the audit file.
 - Stakeholders said this will help coders determine whether to code activities as paid or unpaid time off.
5. TSP Training Screen Revision
- a. See Attached Language
 - DHCS asked stakeholders to provide comments on the TSP Training Screen Language, with track changes.
 - Comments were received by close of business June 18, 2019, and are being reviewed.
6. TSP Replacements – Pre & Post Certification
- a. See Attached Language
 - Effective FY 20-21, LEAs will use the Quarter 2 (Q2) TSP list as the foundation for the Q1 TSP averaged quarterly costs, instead of using the list from Q4 of the previous quarter.
 - DHCS submitted language to CMS regarding the inclusion of vacant positions in the Q1 TSP list. This would ensure that TSPs can be included in the Cost Report (CRCS) for LEA BOP.
 - The current integration date is July 1, 2019. DHCS will update stakeholders on the CMS approval status.
 - If there are vacancies on the list prior to certification due to an imminent hire, the imminent hire documentation should be kept in the LEA’s audit file.
 - Region 11 stated they are opposed to assigning a Code 18 to open positions that are unfilled prior to receiving a moment which should be assigned to Code 17.
7. PPL 19-011R RMTS Sample Requirements
- a. Revised to Remove the Q4 Moment Pool Revision
 - Based on stakeholder comments, the PPL will not include the section about removing moments for the last four days of Q4.
 - CMS stated that removing moments during four student attendance days would require LEAs to adjust the costs for all TSP during those four days.
 - PPL 19-011R will only include the section explaining that the final minute of the workday should not have moments assigned to it.
8. Backcasting Summary Results
- a. Narrative To Be Added
 - b. By Invoice
 - c. By Claiming Unit
 - DHCS will resort the data by claiming unit instead of by invoice, and will add a narrative explanation of the data.

9. Clarifying Question Response Timeline

a. SMAA Manual Page 6-18

b. No Change to 5 Student Attendance Days Response

- There is no need to change the response period of Clarifying Questions (CQ), as they are outside of the moment sample. The CQ response period will still be five days.

10. Action Items – Review Items

a) TSP Replacements:

- o No update at this time.

b) SMAA Manual 2020:

- o DHCS is in the process of creating the stand-alone RMTS manual.

c) OIG Report Review Committee:

- o The next meeting will include looking at the RMTS sample and documentation.

d) PPL 19-011R RMTS Sample Requirements:

- o This was discussed as agenda item number seven.

e) SPA 15-021 Implementation Timeline:

- o DHCS has a meeting with CMS later this afternoon to discuss the timeline.

f) SPA 15-021:

- o DHCS has a meeting with CMS later this afternoon to discuss the SPA.

g) LEA Coding Report R.T.A.:

- o No update at this time.

11. Future Topics

12. Open Discussion

Next meeting: June 26, 2019, 9:00 a.m. - 10:00 a.m.

- Agenda items due Friday, June 21, 2019, COB to the SMAA mailbox:
smaa@dhcs.ca.gov